

TRIAL COURTS OF MARICOPA COUNTY

Section: Pg __ of __ Attachments _____	Original Date _____
Subject: Key Control – Locking Devices	
Policy <u> X </u> Procedure <u> X </u> Information <u> </u>	
Policy Authority: Presiding Judge	

1. PURPOSE:

To provide general policy and management guidance to identify, define and establish department accountability and physical security controls for all Trial and Limited jurisdiction court issued keys and locking devices. To maintain access to facilities while better safeguarding the personal safety of court staff, to protect the property of the Court and to avoid potentially significant costs due to theft, vandalism or excessive re-keying of locks

The Facilities Management Lock Shop and the Trial Courts Department of Judicial Security have dual shared proponent responsibility for the accountability, audit control and operational use for court keys and locking devices. The systematic control and accountability of locks and keys is one of the most important components of any comprehensive security program.

II. DEFINITIONS:

- **Locking Devices** – court keys, door locks used to physically secure equipment, property, control entry and access to area(s) buildings.
- **Court Keys**– open / close doors to which authorized access has been granted by a first line supervisor. Accountable court property for which the user is responsible.
- **Key Control** – an established method to assign, limit use and maintain accountability and control of all court keys.
- **Card Access** – an electronic manually operated card swipe system used to open certain doors to which the operator has been granted a certain level of access.
- **Access Levels** – access limits and controls applicable to an individual based on a administrative and or operational need to have access to a certain area(s).
- **Master Key Control Custodian**- appointed person charged with the responsibility to maintain a full audit and accurate accountability of all assigned court keys.
- **Key Control Custodian** – Primary person responsible for the accountability, issue and control of all keys assigned to a court facility / tenant or sub activity.

- **Alternate Key Control Custodian** – Assists the primary Key Control Custodian. Responsible for the accountability, issue and control of all keys assigned to a division, department, sub activity or tenant unit at the local level.

2. **RESPONSIBILITIES:**

Separate policies and procedures apply to Facilities Management Lock Shop and Department of Judicial Security. They are delineated as follows;

FMD Lock Shop:

- a** – all lock and key work, including but not limited to, making keys, re-keying locks, cylinders, replacing and/or repairing locks and related equipment, shall be done by the Lock Shop. For exceptions, see Special Note below.
- b** – creating and maintaining the Courts Lock and Key Control System, including schematics, codes, service equipment and product standards.
- c** – maintain and secure Master and original key control files.

Special Note: Limited Jurisdiction Courts will refer all lock and key work, service, repair, re-keying, replacement keys/locks to their Regional Court Security Manager.

Department of Judicial Security:

- a** – control and issue all Trial court keys to judicial staff, adult probation, clerk of the court, County Attorney, contractors/vendors, custodial services and other tenant activities.
- b** - maintain key control logs and data base
- c** - coordinate all lost/missing and or replacement key requests.

Department Responsibilities:

- a** - designate a key control person to determine who requires keys, the access level required, and authorizes requests for issuance of keys.
- b** - maintain a key control register for all assigned and issues keys.
- c** - immediately report any lost or missing keys to court security.
- d** - properly secure and safeguard extra or unassigned keys.
- e** - do not authorize any court employee permission to duplicate or copy any court key by any private person or commercial business.
- f**- all key and lock requests will be directed to either the FMD Lock Shop or as applicable, Department of Judicial Security Key Control Custodian.

Employee Responsibilities:

- a** - safeguard assigned / issued court keys.
- b** - do not loan, transfer or relinquish control of assigned keys to other parties, friends, relatives or unauthorized persons.
- c** - immediately report any lost or missing key, key set to a first line supervisor

3. GENERAL:

The primary purpose of this policy is to create and instill a sense security awareness and education relative to the importance for the accountability and control of court keys, and also, the proper function of all court locking devices. By recognizing that security is every ones business, security awareness contributes to providing for a safe and secure work environment.

The Department of Judicial Security has a vested and demonstrated need to implement and maintain key, lock, electronic access and intrusion detection system controls. These controls relate to the operation, use, inventory, and physical security measures are in place to insure for the maintenance and integrity of the courts physical security plan.

1V. POLICY

Key control necessitates the accountability and control of all court keys. Further, it requires the underlying support from court administration and management that key control is a of significant importance in assuring for the safety and security of all court staff. First line supervisors will be actively involved with the determination to assign access levels and the number of key(s) and employee needs to do their assigned work.

Successful lock and key control requires the collaborative effort of several parties;

- a. Facilities Management – which designs and maintains overall integrity of the system.
- b. Departments – which safeguard facilities under their use, maintain proper key accountability and security controls and are financially prudent with costs for keys and re-keying.
- c. Court staff – employees who safeguard assigned keys from loss, theft or improper use and who immediately report these occurrences.

Court keys will be kept to a minimum based on administrative and operational considerations. Keys will not be cut or ordered for convenience purposes.

Court keys are maintained and regulated under 2 different operating procedures, as follows:

- a. County and government owned facilities
- b. Leased and property management controlled facilities

Any service requests for key reproduction and or duplications will be made too one of the following offices;

Superior Court Lock Shop – for all **County and government owned** court facilities.

Court Security Department – for all **commercially leased** and property

managed court facilities.

Special Instructions: Under no circumstance will any court employee reproduce and or duplicate any court key at any private or commercially operated business.

Supervisors should brief employees about the importance of maintaining and accounting for court keys issued to them. **Any court key that is missing, lost and or stolen must be reported to the responsible department supervisor within 24 hours. A telephonic report will also be made to the nearest Court Security office, also within the required timelines.**

V. PROCEDURES: The Trial Courts Key Control policy requires active management involvement with the accountability, distribution and handling of court keys.

Court keys will be kept at minimal levels to satisfy administrative and operational business unit functions. Keys will not be ordered or issued for employees who do not have work justification for their regular use.

Supervisors will insure that all court issued keys are recovered from employees who have been;

- a. suspended and or placed on administrative leave status
- b. transferred or reassigned to another department
- c. terminated
- d. pending investigation and or other adverse personnel actions

All court keys will be documented and tagged with a key identification tag. Each separate court department will maintain it's own Key Control Register for all it's assigned keys. These keys will be further separated and distributed to the lower sub user levels and finally down to the individual user level. All key assignment and or transfers will be documented using the Key Control Issue / Assignment Log.